

ALARACT 214/2008 JAN 08 VERSION OF DD FORM 93, RECORD OF EMERGENCY DATA, AVAILABILITY ON EMILPO, DTG 061213Z SEP 08. Effective on 7 Sep 08, commanders/HR providers who have access to eMILPO to process updates to the DD Form 93 may begin using eMILPO to process those updates. eMILPO has been updated to reflect the Jan 08 version of the DD Form 93, and HRC will push that update package to the field on 7 Sep 08. This change package includes the capability to generate the spousal notification letter whenever the Soldier designates any portion of the death gratuity to a beneficiary other than the Soldier's spouse. HR providers with access to eMILPO should first confirm that eMILPO is generating the Jan 08 version of the DD Form 93 and, upon confirmation, resume use of that option for processing updates to the DD Form 93. See the message for more information.

PRECEDENCE TO: PRIORITY DTG: 061213Z SEP 08

SUBJECT: ALARACT 214/2008

UNCLASSIFIED//

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//CDRHRC AG OPNS//

SUBJ: JAN 08 VERSION OF DD FORM 93, RECORD OF EMERGENCY DATA, AVAILABILITY ON EMILPO

- A. DODI 1300.18, DEPARTMENT OF DEFENSE (DOD) PERSONNEL CASUALTY MATTERS, POLICIES, AND PROCEDURES, 8 JAN 08.
- B. NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) 2008, 28 JANUARY 2008.
- C. DUSD(P&R) MEMORANDUM, 19 FEB 08, SUBJ: IMPLEMENTATION OF DEATH GRATUITY DESIGNATION AND THE RECORD OF EMERGENCY DATA (DD FORM 93).
- D. AR 600-8-1, ARMY CASUALTY PROGRAM, 30 APRIL 2007.
- E. ALARACT MSG 200/2008, IMMEDIATE ARMY-WIDE REQUIREMENT TO USE ONLY JAN 08 VERSION OF DD FORM 93, RECORD OF EMERGENCY DATA, AND ANNOUNCEMENT OF PERSONNELIST VTC ON 19 AUG 08, DTG 181531Z AUG 08.
- F. ALARACT MSG 203/2008, OPERATIONS ORDER 08-01 OPERATION EXECUTE NEW (JAN 08) DD FORM 93, RECORD OF EMERGENCY DATA, DTG 210245Z AUG 08.
- G. MILPER MSG 08-212, CHANGES TO INFORMATION MANAGEMENT MAINTENANCE FOR THE MILITARY PERSONNEL RECORDS JACKET AND PREPARING AND FILING OF DD FORMS 93 AND SGLV-SERIES FORMS IN IPERMS, 15 AUG 08.
- 1. THIS ALARACT MSG UPDATES GUIDANCE PROVIDED IN REFERENCE F.
- 2. PARAGRAPH 3.B.1. OF REFERENCE F IS HEREBY AMENDED TO READ:
EFFECTIVE ON 071800R SEP 08, COMMANDERS/HR PROVIDERS WHO HAVE ACCESS TO EMILPO TO PROCESS UPDATES TO THE DD FORM 93 MAY BEGIN USING EMILPO TO PROCESS THOSE UPDATES.
- 3. EMILPO HAS BEEN UPDATED TO REFLECT THE JAN 08 VERSION OF THE DD FORM 93, AND USAHRC WILL PUSH THAT UPDATE PACKAGE TO THE FIELD ON 7

SEP 08. THIS CHANGE PACKAGE INCLUDES THE CAPABILITY TO GENERATE THE SPOUSAL NOTIFICATION LETTER WHENEVER THE SOLDIER DESIGNATES ANY PORTION OF THE DEATH GRATUITY TO A BENEFICIARY OTHER THAN THE SOLDIER'S SPOUSE.

4. ONCE THAT CHANGE PACKAGE HAS BEEN FIELDDED AND THE JAN 08 VERSION OF THE FORM IS ACCESSIBLE IN EMILPO, HR PROVIDERS WITH ACCESS TO EMILPO SHOULD FIRST CONFIRM THAT EMILPO IS GENERATING THE JAN 08 VERSION OF THE DD FORM 93 AND, UPON CONFIRMATION-REPEAT-UPON CONFIRMATION, RESUME USE OF THAT OPTION FOR PROCESSING UPDATES TO THE DD FORM 93.

5. TO ENSURE THAT BOTH THE HR PROVIDER AND THE SOLDIER CONCERNED FULLY UNDERSTAND HOW TO COMPLETE THE JAN 08 DD FORM 93, HR PROVIDERS WILL MAINTAIN AND PROVIDE A DESK-SIDE COPY OF PAGES 3 AND 4 OF THE JAN 08 DD FORM 93 CONTAINING ITEM-BY-ITEM INSTRUCTIONS FOR COMPLETING THE FORM CORRECTLY.

6. THE USE OF AKO MY FORMS REMAINS THE PREFERRED PROCESSING OPTION FOR HR PROVIDERS IN LOCATIONS THAT DO NOT HAVE ACCESS TO EMILPO OR OTHER AUTOMATED SYSTEM IN WHICH THE JAN 08 VERSION OF THE DD FORM 93 IS RESIDENT.

7. THE GUIDANCE ISSUED IN REFERENCE G CONCERNING THE REQUIREMENT TO WEB UPLOAD ALL COMPLETED DD FORM 93S AND SGLV-SERIES FORMS (WITH ATTACHMENTS, TO INCLUDE A COPY OF SPOUSAL NOTIFICATION LETTERS) REMAINS IN EFFECT.

8. POINTS OF CONTACT.

A. CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER POCs FOR DD FORM 93 POLICY-RELATED QUESTIONS

(703) 325-5646

(703)

325-8629

B. HUMAN RESOURCE CONTACT CENTER DIVISION POC FOR EMILPO-RELATED FUNCTIONAL QUESTIONS IS FSDSUPPORT@CONUS.ARMY.MIL.

C. HUMAN RESOURCE CONTACT CENTER DIVISION POC FOR PERSONNEL AUTOMATION SECTION CHIEFS WHO HAVE EMILPO TECHNICAL ISSUES THAT CANNOT BE RESOLVED LOCALLY IS HELPDESK@AHRS.ARMY.MIL.

9. EXPIRATION DATE CANNOT BE DETERMINED.